

## **Housing Improvement Team**

### **26 MARCH 2008 Meeting**

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**Facilitator:** Don Dauman: Director of Contract Administration (DCA)

**Attending:** Eric Weigel: Erie County Housing Coordinator (EHC); Lynn Belle and Tara Karoleski: Erie County Department of Mental Health; Teresa Humphrey: Buffalo Federation of Neighborhood Centers; Alfred Halley: Cazenovia Recovery Systems, Inc.; Denis Bouchard: Housing Options; Byron McKinney: Horizon Health Services; Elizabeth McClam: Lake Shore; Joe Auria: Living Opportunities of DePaul; Kim Baughan: Restoration Society, Inc.; Bob Roth: Southern Tier Environments for Living; John Braciszewski and Tracey Johnson: Transitional Services Inc.; Kim Lewis: WNY Veteran's Housing Coalition.

**Absent:** Spectrum Human Services

**Minutes:** Christopher Kennedy: Assistant to Erie County Housing Coordinator

#### **1. SUPERNOFA/CoC**

- i. All submissions will be electronically submitted this year.
- ii. According to HAWNY, both Grantees and Sponsors will need to register with grants.gov
- iii. All Sponsors will need their DUNS numbers. If you do not have it, Don may, or contact Christopher Kennedy to get information on how to request it.
- iv. Regarding Renewal Applications: Please keep in mind when completing future renewal applications that HAWNY has requested that project leveraging for all HUD grants should be equal to at least 2.5 times the amount of funding requested from HUD

#### **2. HUD Site Visit/Program Review Tool**

- i. Site visit will be April 8<sup>th</sup>-10<sup>th</sup>
- ii. **Representatives from each Housing Provider agency will NEED to be present at ECDMH at 9am on Tuesday, April 8<sup>th</sup> for the Entrance Conference.** At that conference it will be determined what agencies will be reviewed and when.

- iii. Previous site reviews have gone well. We will not know what sites HUD will be visiting and what they will be looking at until the Review begins.
- iv. In preparation for the Review, please ensure that staff are familiar with CHPS policies and procedures and HUD SHP and HUD S+C Desk Guides:
  - HUD Supportive Housing Desk Guide:  
<http://www.hud.gov/offices/cpd/homeless/library/shp/shpdeskguide/index.cfm>
  - HUD Shelter Plus Care Desk Guide:  
<http://www.hud.gov/offices/cpd/homeless/library/spc/resourcemanual/index.cfm>
- v. Please use the Program Review Tool to prepare for the review. Ensure that these forms are shared with agency fiscal managers.
- vi. ECHC recommends conducting an internal audit prior to HUD's audit to determine if files are in order in preparation for HUD.

### **3. Special Review Committee Requested by LSBH**

- i. To convene to review a special case, Date to be determined.
- ii. Volunteers: Carolyn Camm, Carolyn Young, Don Dauman, Eric Weigel, Elizabeth McClam, Lonnie Patterson.
- iii. Will request representative from BPC, Visions Place, Celeron SOCR, and from Licensed Agencies.

### **4. Accessing Wrap Dollars**

- i. Each agency has its own procedures for utilizing Wrap Dollars. Funds are pooled and there is no standardization of use.
- ii. Anytime that there is an issue with financing individual consumer needs should be addressed with the ECHC on a case by case basis.

### **5. Rental Calculation Page**

- i. Agencies should be using the 2/2007 Rental Calculations Worksheet.
- ii. Agencies can use up to 110% of FMR without authorization according to the Rent Reasonableness Calculations on the Worksheet

- iii. Policies and Procedures and ECDMH website will be amended accordingly as soon as research is conducted.

**6. LHSSOC Subcommittee Invitations**

- i. Will meet Friday, April 4<sup>th</sup>, 9am, Room 1226 ECDMH to discuss the formation of a new Data Reporting System through the Child and Adult Integrated Reporting System (CAIRS). Member agencies are Welcome to attend.
  - a. Kim Lewis: WNY VHC
  - b. STEL Representative
  - c. Al Halley: Cazenovia RS
  - d. Denis Bouchard: HOME

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**Next Meeting: April 23, 2008**